

MEETING MINUTES
March 22, 2007

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND
SERVICES FROM THE HANDICAPPED**

The meeting was called to order by Chairperson Penney Hall at 10:00 a.m. March 22, 2007 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Brenda Morford; Pete Cuffaro; John Liller; Everette Sullivan; Jan Smith; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

WVARF Staff: Glenn McEndree; Chris Miller; Craig Greening and Ken Kennedy.

Public Attendance: Jack Holcomb, Precision Services, Inc.
Stephen Smith, Precision Services, Inc.
LeRoy Dixon, Buckhannon Upshur Work Adjustment Center
Lou Ann Summers, DRS

MOTION #1

Mr. Liller moved to accept the February 20th meeting minutes as presented. Seconded by Mr. Sullivan. Motion passed.

Mr. Sullivan moved to accept the minutes of the Emergency Meeting held March 7th. Ms. Smith seconded. Motion passed.

REPORT OF THE COMMITTEE CHAIR:

There was no report.

EXECUTIVE SECRETARY REPORT:

\$ 1,259.16 -	Annual Allocation
0 -	Total Expenses
1,259.16 -	Sub-Total
<u>\$ 756.43 -</u>	Expenses Outstanding (Accounts Payable)
\$ 502.73 -	Balance Remaining

Mr. Price reported there was \$756.43 outstanding in expenses which will leave the remaining balance of \$502.73. The outstanding balance will not be paid until April 1st.

EXECUTIVE DIRECTOR'S REPORT:

Mr. McEndree reported Hancock County Sheltered Workshop is scheduled to start laundry services to Welch Hospital April 2nd. They anticipate starting at Sharpe Hospital on May 1st. Bateman hopefully will come on in November.

He reported that SW Resources now has a DOL certificate on file. However, Clay County Services Unlimited still does not have a letter indicating they were in good standing as a charitable organization.

The State Auditor has agreed to review WVARF's operations and show them how getting paid quicker would offset the expense they would have on the credit card fees. He said Mr. Miller has looked at it and still thinks it would be an added expense.

There has been a motion to dismiss WVARF from the lawsuit involving an incident at a rest area.

Mr. McEndree reported they are working on developing technical assistance for sites who feel they need some help with determining FMP.

Mr. McEndree said there was going to be a voter registration drive for people with disabilities at thirty different sites in WV. When questioned about funding for this he reported they are planning to spend \$30,000 to advertise the events. Although the Committee supports this endeavor, they pointed out no State Use funds could go toward supporting it.

CONTRACT PRESENTATIONS:

Mr. Kennedy distributed a booklet outline the temporary services contract for committee review. This contract will be discussed in detail at the April meeting. One important aspect the Committee has to decide is how to assign work if more than one CRP is interested in providing temp services in an area. This becomes an issue because of the turn around time involved with temp services.

The Committee next heard from Mr. Holcomb and Mr. Smith regarding document imaging. They invited the Committee to come visit their operation in Braxton County.

CONTRACT COMPLAINTS:

There was one formal and one verbal janitorial complaint, a complaint regarding liquid hand soap and a complaint regarding bottle water.

The formal janitorial complaint was in regards to the Fairmont Office Building. The complaint was filed by the General Services Division in regards to the stairwells being dirty and the lack of MSDS sheets on all the floors. Mr. Greening reported when he had looked at the building there were not any major problems and the MSDS book was where it was supposed to be. He and Ms. Smith have responded to the complaint via letter to Charlie Black with General Services. They are waiting to hear back from him.

Mr. Kennedy reported there was a complaint from the Railway Authority in Moorefield. The customer did not feel they were getting all the time allowed for in their contract (2 days a week). One week the worker didn't

show up one day because of snow. He said the CRP is going to have a check off sheet at the facility for the janitor. The people at the facility can verify if the work is done. If a day is missed it will be made up as soon as possible.

Mr. Kennedy said a customer questioned the cost of the pink lotion soap. He said they were looking in a Grainger Catalog but the product was not the same.

Mr. Kennedy said the Wayne County, DOH felt they weren't getting water as promised and that Green Acres wasn't processing their paperwork in a timely manner. The problem was promptly taken care of and the customer was happy with what was being offered as a solution to his problem.

Mr. Dixon, Executive Director of the Buckhannon-Upshur Work Adjustment Center, provided a report on the actions he has taken on the Committee's directive. He said he wished the workshops had more into the actual pricing and statements of work. Ms. Hall said they have the opportunity to do this through the FMP documentation they are to provide.

FINANCIAL REPORT:

Mr. Miller reported the DRS payments over 60 days were being processed and payment should be received in a couple of days. This will put the accounts receivables over 60 days close to zero.

Ms. Hall reported the State Use Program has a profit of \$36,815.

OLD BUSINESS:

CQI Implementation:

The Committee discussed the CQI implementation guide provided at the last meeting. There were discussions around the training needs of WVARF staff and others.

MOTION #2

Mr. Sullivan moved to approve the training costs for registration and travel for Mr. Greening and Ms. Smith to attend the Train the Trainer programs in May and September. Mr. Cuffaro seconded. Motion passed.

Ms. Smith abstained from voting.

Mr. Kennedy reported 20 field reviews have been completed and there are four to six left to do.

Mr. Greening reported five inspections of rest areas were completed in the first quarter, 16 in the second quarter and seven in the third quarter. 29 out of 91 janitorial inspections for a percent of 31% have been completed.

Document Retention Policy ad hoc Committee:

Ms. Morford reported they have not gotten to writing the policy yet. Because of several issues they asked for an extension until July 31 for the final report. The Committee agreed, however they instructed WVARF to go ahead and have the minutes and annual reports put on disk.

Quarterly Ratio Report

Mr. Greening reported Clay County did submit their 2nd quarter report and they have reached 84.9% of workers with disabilities. Randolph County also submitted their report but he has not had time to review it. The Committee asked that Mr. Greening send the report with Randolph County numbers to them once it is completed.

FY 2007 Report

WVARF shared the progress report on the 2007 Action Plan. Ms. Hall said next year this will be done quarterly so the Committee will know where they stand and if changes are needed.

FY 2008 Action Plan

Ms. Hall said the action plan submitted by WVARF needs to be more specific. It should include action steps with the person assigned to a particular activity and a due date. Mr. McEndree said he would work on this and share another draft with Ms. Hall prior to sending it to the whole Committee. Ms. Hall reminded Mr. McEndree that next year's budget needs to be based on this action plan.

Paid Time Off

The Committee decided that all State Use contracts would have 16 paid sick and vacation days and number of holiday's based upon the State Holiday schedule. The two half days Christmas Eve and New Years Eve the janitors will have to work although they may come in early so they can leave early. The rest areas will be slightly different because they have to be covered 24/7.

FMP forms and costing sheeting

Mr. Greening had some recommended changes in the request for change in the FMP form that had been approved previously. He also presented a new costing sheet for the Committees' consideration. The Committee recommended that "sub-contracting" be removed and replace with "rental equipment" or some other appropriate language.

Motion #3

Ms. Morford moved to approve the new costing workshops with the recommended changes. Ms. Smith seconded. Motion passed.

Motion #4

Mr. Sullivan moved to adjourn.